

Records Retention Information

Information Retention

Record-keeping Guidelines

This retention schedule applies to information on paper, microfilm, or electronic diskettes and tapes.

Keep only information that is necessary for continued operations. Once information is no longer useful or necessary, it should be disposed of.

As a general rule, for better use of space, send information used less than once a month to an offsite storage location. Church headquarters off-site storage locations are the Records Center on 1LL, the annex (underneath Temple Square), and the Granite Mountain Records Vault [GMRV].

The Retention Schedule

The Retention Schedule defines how long information is to be kept and how it is to be disposed of.

The schedule helps ensure that essential legal, financial and historical records are retained, office space and equipment are more fully utilized, and the legal and financial position of the Church is safeguarded.

The schedule is divided into the following four columns:

Series Number	A number is assigned to 40 categories of information.		
Description	A small description of the series.		
Retention	How long information is kept.		
Disposition	Information is to be disposed of in three ways:		
	D	Destroy the information	
	A	Send the information to the Archives Division of the Historical Department	
	R	Review the information. Determine if it is to be kept or disposed of. If it is no longer needed or useful, Records Management in the Historical Department will handle information disposal.	

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Using the Retention Schedule

To use the Retention Schedule --

1. Find the information, record, or document in the Alphabetical Index. A series number will be listed beside it. Related documents are listed in the Numerical Index.
2. Look at the Retention Schedule to find the Series number. The schedule lists how long to keep the information and how to dispose of it.

Example: Determine how long "job descriptions" are to be kept and how to dispose of them.

Step 1: Find "job descriptions" in the Alphabetical Index. Job Descriptions fall under Series 5100.

Step 2: Find Series 5100 on the Retention Schedule. It is found under Personnel/Payroll. Information in this series is to be kept for 10 years then reviewed to determine if it can be safely destroyed, or if it is of an enduring value to the Church, it can be sent to the Archives.

Step 3: After the 10 year retention period is fulfilled, a review process will take place. The department records coordinators and document creators in each section or division will be contacted to determine if the records "job descriptions" can be destroyed or archived as explained above.

Step 4: If the "job descriptions" are no longer needed, Records Management will arrange for their disposal.

Some information may fit in several series, but should be assigned to the series that identifies its primary function. For example, checks associated with a construction project may be supporting documents for the project and for the purchase of materials. However, such checks are primarily associated with the construction project and should remain in the Construction Project series (6200) rather than be separated and identified under the Accounting-major Documents series (2100).

If you have questions about the Retention Schedule or any other record-keeping subject, contact the Archives in the Historical Department. Archivists have been assigned to each department and can assist with your record-keeping needs.

[Taken from the pamphlet *Information Retention* [FMRM2170] printed 5/87. Changes in procedures regarding the use of the Retention Schedule made on 12 December 1997.]

Retention Schedule

<u>Series</u>	<u>Category</u>	<u>Retention Years</u>	<u>Disposition</u>
Administrative/Legal Records			
1100	Administrative-Non Historical	2	Destroy
1110	Administrative-Historical	3	Archive
1120	Administrative-Restricted	5	Review
1200	Audits & Inspections	10	Review
1300	Claims	10	Review
1400	Projects & Studies	7	Review
1500	Resources & Documentation	7	Review
1600	Titles & Contracts	10	Review
Financial/Fiscal			
2100	Accounting--Major Documents	7	Destroy
2110	Accounting--Minor Documents	3	Destroy
2200	Bank Records	3	Destroy
2300	Ledgers Consolidated	7	Archive
2310	Ledgers--Subsidiary	5	Review
2400	Taxes--Sales and Excise	7	Destroy
Social/Educational			
3100	Public Communication Records	10	Archive
3200	Education Records	10	Archive
3300	Education Records	10	Review
Production/Distribution			
4100	Production Records	5	Review
4200	Distribution Records	7	Destroy
4300	Purchasing Records	3	Destroy
4400	Printing Records	7	Review
Personnel/Payroll			
5100	Employee Files	10	Review
5110	Employment Records	4	Destroy
5200	Benefits--Major	7	Archive
5210	Benefits--Minor	4	Destroy
5300	Payroll Records	7	Destroy
Property/Equipment			
6100	Real Estate Files	10	Review
6200	Construction Projects	10	Review
6300	Taxes--Property	10	Review
6400	Engineering Records	10	Review
6500	Drawings	10	Review
6600	Inventory Records	3	Destroy
6700	Maintenance Records	3	Destroy

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<u>Series</u>	<u>Category/Record Types</u>	<u>Retention Years</u>	<u>Disposition</u>
Church Records			
7100	Unit Reports--Non Historical	3	Destroy
7110	Unit Reports--Historical	5	Archive
7120	Member Information	10	Review
7200	Missionary Records	10	Archive
7300	Genealogy--Filming	10	Review
7310	Genealogy--Ordinances Support	3	Destroy
7310	Genealogy--Ordinances Support (cont.)	3	Destroy
7320	Genealogy--Collections	5	Review
7330	Temple--Ordinances Completed	10	Review
7340	Temple--Special Service Records	10	Review

Listing by Series and Categories

Administrative/Legal Records

<u>Series</u>	<u>Category/Record Types</u>
1100	Administrative-Non Historical
	Agendas
	Authorizations
	Bids
	Calendars and Schedules
	Charges Inter Office
	Controls
	Correspondence--Routine
	Emergency Procedures
	Job Tickets
	Mailing Lists
	Minutes--Routine
	Missionary Acceptance
	Newsletters
	Postal Records
	Procedures
	Reports--General
	Routing Slips
	Safety Regulations
	Telexes
	Translation Requests
	Travel Arrangements
	Work Status Reports
	Work Orders
1110	Administrative-Historical
	Acquisitions
	Art Work
	Bibliographies
	Biographies
	Correspondence--Management
	Directories
	Goals and Objectives
	Historical Site Records
	History of Organization
	Journals
	Maps

Administrative/Legal Records (con't)

<u>Series</u>	<u>Category/Record Types</u>
1110	Administrative-Historical (cont.) Minutes--Management Organization Charts Photographs Policies
1120	Administrative-Restricted Budget--General Church Correspondence--Restricted Defalcations Financial--Confidential Reports General Authority Materials Investments--Special Minutes--Restricted Security Reports
1200	Audits & Inspections Audit Reports--Internal Audit Reports--External Inspection Reports
1300	Claims Accident Reports Claim Statements Claims--Closed Complaints Filed Damage Reports Insurance Information Investigative Case Files Liability Records Reimbursements & Replacements Workers Compensation
1400	Projects & Studies Audit Working Papers Cost Analysis Feasibility Studies Field Books

Administrative/Legal Records (con't)

Records Retention Information (cont.)

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<u>Series</u>	<u>Category/Record Types</u>
1400	Projects & Studies (cont.) Flowcharts Forecasts Grants Market Research Projects Questionnaires Research and Evaluations Statistics Studies Surveys Tests
1500	Resources & Documentation Articles Catalogs Dictionaries Equipment Specifications Indexes Instructional Materials Personnel--Temporary Help Personnel--Volunteers Product Documentation Professional Resources Publications (non-church) Rates and Tariffs Raw Footage--Film & Tape Reference Materials Seminar Materials Service Manuals Speeches Training Materials
1600	Titles & Contracts Adoption Records Agreements Bonds

Administrative/Legal Records (con't)

<u>Series</u>	<u>Category/Record Types</u>
1600	Titles & Contracts (cont.)
	Canceled Contracts
	Charters and Bylaws
	Contracts
	Copyrights
	Corporate Certificates
	Court Records--Legal
	Deeds
	Insurance Policies
	Insurance Certificates
	Leases
	Licenses
	Options--Property or Stock
	Patents
	Permissions
	Stock Certificates
	Titles
	Trademarks
	Trusts
	Warranties

Financial/Fiscal

2100	Accounting--Major Documents
	Check Requisitions
	Checks
	Checks--Cancelled
	Construction Projects--Finance
	Donations In Kind
	Escheat Records
	Expense Reports
	Foreign Currency Exchange
	Invoices
	Journal Vouchers
	Receipts
	Sight Drafts

Financial/Fiscal (con't)

<u>Series</u>	<u>Category/Record Types</u>
2110	Accounting--Minor Documents Budget Records Charge Slips Cost Reports Reconciliation Reports Telephone Charges Travel Advances
2200	Bank Records Bank Transfers Bank Statements Deposits Signature Cards Stop Payments
2300	Ledgers Consolidated Ledgers--Church Funded Units Ledgers--General Accounts Ledgers--Non Church Funded Units
2310	Ledgers--Subsidiary Balance Sheets Capital Assets Daily Register Fixed Asset Summary Investment Transactions Ledgers--Monthly General Payroll Register Profit and Loss Statement Statement of Operations Trial Balance
2400	Taxes--Sales and Excise Excise Tax Records Tax Sales Records Tax Returns

Financial/Fiscal (con't)

<u>Series</u>	<u>Category/Record Types</u>
2400	Taxes--Sales and Excise
	Tax Notices
	Tax Refunds
	Tax--State
	Valuation Notices

Social/Educational

3100	Public Communication Records
	Advertising--Campaigns
	Advertising--Newspaper
	Advertising--Radio
	Advertising--Television
	Briefings
	Clippings
	Domestic Reports
	Exhibits
	Media Tracking
	Media Projects
	Releases--Media
	Satellite Services
	Telecommunications
	Visitor Centers
3200	Education Records
	Applications
	Class Schedules
	Scholarships
	Seminary & Institute Records
	Student Files
	Transcripts
	Transfers

Social/Educational (con't)

<u>Series</u>	<u>Category/Record Types</u>
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3300	Education Records
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	Manuscripts
	Published Materials
	Scripture Manuscripts
	Translated Materials
	Translation Helps

Production/Distribution

4100	Production Records
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	Deviation Logs
	Patterns
	Product Histories
	Production Tests
	Production Costs
	Production Reports
	Proof of Production
	Quality Assurance
	Specifications--Production
	Waste Disposal

4200	Distribution Records
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	Bills of Lading
	Bishop Orders
	Custom Declarations
	Import/Export Regulations
	Mail Orders
	Marketing Summaries
	Marketing Forecast
	Marketing Analysis
	Receiving Reports
	Sales Summaries
	Sales
	Shipping
	Subscriptions

Production/Distribution (con't)

<u>Series</u>	<u>Category/Record Types</u>
4300	Purchasing Records Capital Equipment Invoice Requisitions Order Processing Price Lists Product Files Purchase Orders Purchase Requisitions Vendor Files
4400	Printing Records Artboards Authorized List--Publications Finished Project Samples Finished Project Documentation Job Bids Preprints Project Scheduling

Personnel/Payroll

5100	Employee Files Identification Cards Job Descriptions Medical Information Moving Expenses Performance Appraisals Personnel--Request for Action Promotions & Transfers Proof of Death Information References--Employee Resumes--Employee
5110	Employment Records Employment Applications References--Applicants Resumes--Applicants

Personnel/Payroll (con't)

<u>Series</u>	<u>Category/Record Types</u>
5200	Benefits--Major Insurance Plans Investments Pension Records Retirement Records Social Security Records
5210	Benefits--Minor Benefit Statement Holiday Records Leave Status Report Training & Development
5300	Payroll Records Annual Earnings & Taxes Contributions--Employee Deferred Compensation Employee Master File Listing Payroll Deductions Time Cards

Property/Equipment

6100	Real Estate Files Appraisals Appropriations--Real Estate Approved Property Purchases Closing Packets Closing Notices--Final Contract Sales Easement Agreements Escrow Instructions Financial Statements
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Property/Equipment (con't)

<u>Series</u>	<u>Category/Record Types</u>
6100	Real Estate Files (con't) Lease Appraisals Maps--Subdivision Maps--Surveys Plot Maps Property Indexes Property Condemnation Reports Right of Way Surveys--Property Tax Summary Statements Title Insurance Water Stock Certificates Zoning Ordinances
6200	Construction Projects Appropriations--Buildings Architects Requests For Payment Architectural Agreements Authorizations--Building Authorizations--Purchases Bid Tabulations Billings Building Permits Certificate of Final Acceptance Certificates of Completion Change Order Requests Change Order Authorizations Closing Escrow Consultant Reports Contract Certifications Contractors Bids/Estimates Dedication Applications Donated Labor Progress Reports Earthquake Studies Final Cost Breakdown Furnishings Lists Furnishings Applications

Property/Equipment (con't)

<u>Series</u>	<u>Category/Record Types</u>
6200	Construction Projects (cont.) Inspection--Building Lien Wavers Local Share Payment Requests Local Participation Expenditures Maintenance Project Reimbursements Maps--Utilities Occupancy Permits Payment Requests Performance Standards Permits Power of Attorney Prebids Progress Reports Projects Estimates Signed Schematics Site Analysis Soil Test Results Specifications--Construction Subcontractors & Suppliers Listings
6300	Taxes--Property Amortization Records Appropriations Bills of Sale Exemptions Real Property Data Record Tax payments--Real Estate Tax Payment Under Protest Tax Assessments & Statements Tax Certificate of Redemption Transmittal Slip--Real Estate
6400	Engineering Records Consultants Reports--Sound Consultants Reports--Structural

Property/Equipment (con't)

<u>Series</u>	<u>Category/Record Types</u>
6400	Engineering Records (con't) Consultants Reports--General Consultants Reports--Mechanical Consultants Reports--Electrical Engineering Tests Engineering Standards
6500	Drawings Blueprints Drawings--Architectural Drawings--As Built Drawings--Electrical Drawings--Landscape Drawings--Mechanical Drawings--Sound
6600	Inventory Records Depreciation Schedules Inventory Logs Inventory Control Problem Logs Stock Cards Surplus Disposal
6700	Maintenance Records Installation Records Maintenance Logs Mileage Logs Repair Logs Usage Logs

Church Records

<u>Series</u>	<u>Category/Record Types</u>
7100	Unit Reports--Non Historical Unit Reports--Finances Unit Reports--Audits
7110	Unit Reports--Historical Unit Reports--Statistics Unit Reports--Activity
7120	Member Information Abbreviated File List Address Unknown Annual Tithing Boundary Information Court Records--Church Member Information Membership Census Membership Suspense
7200	Missionary Records Missionary Updates Missionary Recommendations
7300	Genealogy--Filming Filming--Diary of Activities Filming--Lease Agreements Filming--Operator Reports Filming--Permission Letters
7310	Genealogy--Ordinances Support Entry Forms Family Group Sheets Living Endowment Reports Ordinance Updates Ordinance Recycle Ordinances Certification Ordinances--Mass File Pedigree Charts

Church Records (con't)

<u>Series</u>	<u>Category/Record Types</u>
7310	Genealogy--Ordinances Support (cont.) Recorder Statements Sealing Reports Temple Transmittals Temple Marriage Reports Temple Ordinance Cards
7320	Genealogy--Collections Donor Documents Genealogy Research Documents Genealogy Indexes Special Collections
7330	Temple--Ordinances Completed Restoration of Blessings Temple Official Record Temple--Confidential Ordinances
7340	Temple--Special Service Records Temple--Living and Immediate Family Records T999 Entry forms SIS Case Records Special Attention Sealing Records

Alphabetical Listing by Record Type

<u>Record Type</u>	<u>Series #</u>	<u>Record Type</u>	<u>Series #</u>
Abbreviated File List	7120	Billings	6200
Accident Reports	1300	Bills of Lading	4200
Acquisitions	1110	Bills of Sale	6300
Address Unknown	7120	Biographies	1110
Adoption Records	1600	Bishop Orders	4200
Advertising--Campaigns	3100	Blueprints	6500
Advertising--Newspaper	3100	Bonds	1600
Advertising--Radio	3100	Boundary Information	7120
Advertising--Television	3100	Briefings	3100
Agendas	1100	Budget Records	2110
Agreements	1600	Budget--General Church	1120
Amortization Records	6300	Building Permits	6200
Annual Earnings & Taxes	5300	Calendars and Schedules	1100
Annual Tithing	7120	Cancelled Contracts	1600
Applications	3200	Capital Assets	2310
Appraisals	6100	Capital Equipment	4300
Appropriations	6300	Catalogs	1500
Appropriations--Buildings	6200	Certificate of Final Acceptance	6200
Appropriations--Real Estate	6100	Certificates of Completion	6200
Approved Property Purchases	6100	Change Order Authorizations	6200
Architects Requests For		Change Order Requests	6200
Payment	6200	Charge Slips	2110
Architectural Agreements	6200	Charges Inter Office	1100
Art Work	1110	Charters and Bylaws	1600
Artboards	4400	Check Requisitions	2100
Articles	1500	Checks	2100
Audit Reports--External	1200	Checks--Cancelled	2100
Audit Reports--Internal	1200	Claim Statements	1300
Audit Working Papers	1400	Claims--Closed	1300
Authorizations	1100	Class Schedules	3200
Authorizations--Building	6200	Clippings	3100
Authorizations--Purchases	6200	Closing Escrow	6200
Authorized List--Publications	4400	Closing Notices--Final	6100
Balance Sheets	2310	Closing Packets	6100
Bank Statements	2200	Complaints Filed	1300
Bank Transfers	2200	Construction Projects--Finance	2100
Benefit Statement	5210	Consultant Reports	6200
Bibliographies	1110	Consultants Reports--Electrical	6400
Bid Tabulations	6200	Consultants Reports--General	6400
Bids	1100	Consultants Reports--	

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<u>Record Type</u> <u>#</u>	<u>Series #</u>	<u>Record Type</u>	<u>Series</u>
Mechanical	6400	Consultants Reports--Sound	6400
Consultants Reports--Structural	6400	Easement Agreements	6100
Contract Certifications	6200	Emergency Procedures	1100
Contract Sales	6100	Employee Master File Listing	5300
Contractors Bids/Estimates	6200	Employment Applications	5110
Contracts	1600	Engineering Standards	6400
Contributions--Employee	5300	Engineering Tests	6400
Controls	1100	Entry Forms	7310
Copyrights	1600	Equipment Specifications	1500
Corporate Certificates	1600	Escheat Records	2100
Correspondence--Management	1110	Escrow Instructions	6100
Correspondence--Restricted	1120	Excise Tax Records	2400
Correspondence--Routine	1100	Exemptions	6300
Cost Analysis	1400	Exhibits	3100
Cost Reports	2110	Expense Reports	2100
Court Records--Church	7120	Family Group Sheets	7310
Court Records--Legal	1600	Feasibility Studies	1400
Custom Declarations	4200	Field Books	1400
Daily Register	2310	Filming--Diary of Activities	7300
Damage Reports	1300	Filming--Lease Agreements	7300
Dedication Applications	6200	Filming--Operator Reports	7300
Deeds	1600	Filming--Permission Letters	7300
Defalcations	1120	Final Cost Breakdown	6200
Deferred Compensation	5300	Financial Statements	6100
Deposits	2200	Financial--Confidential Reports	1120
Depreciation Schedules	6600	Finished Project	
Deviation Logs	4100	Documentation	4400
Dictionaries	1500	Finished Project Samples	4400
Directories	1110	Fixed Asset Summary	2310
Domestic Reports	3100	Flowcharts	1400
Donated Labor Progress		Forecasts	1400
Reports	6200	Foreign Currency Exchange	2100
Donations In Kind	2100	Furnishings Applications	6200
Donor Documents	7320	Furnishings Lists	6200
Drawings--Architectural	6500	Genealogy Indexes	7320
Drawings--As Built	6500	Genealogy Research	
Drawings--Electrical	6500	Documents	7320
Drawings--Landscape	6500	General Authority Materials	1120
Drawings--Mechanical	6500	Goals and Objectives	1110
Drawings--Sound	6500	Grants	1400
Earthquake Studies	6200	Historical Site Records	1110

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<u>Record Type</u>	<u>Series #</u> <u>Series #</u>	<u>Record Type</u>	
History of Organization	1110	Import/Export Regulations	4200
Holiday Records	5210	Indexes	1500
Identification Cards	5100	Inspection Reports	1200
Inspection--Building	6200	Reimbursements	6200
Installation Records	6700	Manuscripts	3300
Instructional Materials	1500	Maps	1110
Insurance Certificates	1600	Maps--Subdivision	6100
Insurance Information	1300	Maps--Surveys	6100
Insurance Plans	5200	Maps--Utilities	6200
Insurance Policies	1600	Market Research	1400
Inventory Control	6600	Marketing Analysis	4200
Inventory Logs	6600	Marketing Forecast	4200
Investigative Case Files	1300	Marketing Summaries	4200
Investment Transactions	2310	Media Projects	3100
Investments	5200	Media Tracking	3100
Investments--Special	1120	Medical Information	5100
Invoice Requisitions	4300	Member Information	7120
Invoices	2100	Membership Census	7120
Job Bids	4400	Membership Suspense	7120
Job Descriptions	5100	Mileage Logs	6700
Job Tickets	1100	Minutes--Management	1110
Journal Vouchers	2100	Minutes--Restricted	1120
Journals	1110	Minutes--Routine	1100
Lease Appraisals	6100	Missionary Acceptance	1100
Leases	1600	Missionary Recommendations	7200
Leave Status Report	5210	Missionary Updates	7200
Ledgers--Church Funded Units	2300	Moving Expenses	5100
Ledgers--General Accounts	2300	Newsletters	1100
Ledgers--Monthly General	2310	Occupancy Permits	6200
Ledgers--Non Church		Options--Property or Stock	1600
Funded Units	2300	Order Processing	4300
Liability Records	1300	Ordinance Recycle	7310
Licenses	1600	Ordinance Updates	7310
Lien Wavers	6200	Ordinances Certification	7310
Living Endowment Reports	7310	Ordinances--Mass File	7310
Local Participation		Organization Charts	1110
Expenditures	6200	Patents	1600
Local Share Payment Requests	6200	Patterns	4100
Mail Orders	4200	Payment Requests	6200
Mailing Lists	1100	Payroll Deductions	5300
Maintenance Logs	6700	Payroll Register	2310
Maintenance Project		Pedigree Charts	7310

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<u>Record Type</u>	<u>Series #</u> <u>Series #</u>	<u>Record Type</u>	
Pension Records	5200	Permits	6200
Performance Appraisals	5100	Personnel--Request for Action	5100
Performance Standards	6200	Personnel--Temporary Help	1500
Permissions	1600	Personnel--Volunteers	1500
Photographs	1110	Receiving Reports	4200
Plot Maps	6100	Reconciliation Reports	2110
Policies	1110	Recorder Statements	7310
Postal Records	1100	Reference Materials	1500
Power of Attorney	6200	References--Applicants	5110
Prebids	6200	References--Employee	5100
Preprints	4400	Reimbursements &	
Price Lists	4300	Replacements	1300
Problem Logs	6600	Releases--Media	3100
Procedures	1100	Repair Logs	6700
Product Documentation	1500	Reports--General	1100
Product Files	4300	Research and Evaluations	1400
Product Histories	4100	Restoration of Blessings	7330
Production Costs	4100	Resumes--Applicants	5110
Production Reports	4100	Resumes--Employee	5100
Production Tests	4100	Retirement Records	5200
Professional Resources	1500	Right of Way	6100
Profit and Loss Statement	2310	Routing Slips	1100
Progress Reports	6200	Safety Regulations	1100
Project Scheduling	4400	Sales	4200
Projects	1400	Sales Summaries	4200
Projects Estimates	6200	Satellite Services	3100
Promotions & Transfers	5100	Scholarships	3200
Proof of Death Information	5100	Scripture Manuscripts	3300
Proof of Production	4100	Sealing Reports	7310
Property Condemnation		Security Reports	1120
Reports	6100	Seminar Materials	1500
Property Indexes	6100	Seminary & Institute Records	3200
Publications (non-church)	1500	Service Manuals	1500
Published Materials	3300	Shipping	4200
Purchase Orders	4300	Sight Drafts	2100
Purchase Requisitions	4300	Signature Cards	2200
Quality Assurance	4100	Signed Schematics	6200
Questionnaires	1400	SIS Case Records	7340
Rates and Tariffs	1500	Site Analysis	6200
Raw Footage--Film & Tape	1500	Social Security Records	5200
Real Property Data Record	6300	Soil Test Results	6200
Receipts	2100	Special Attention Sealing	

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<u>Record Type</u>	<u>Series #</u> <u>Series #</u>	<u>Record Type</u>	
Records	7340	Statement of Operations	2310
Special Collections	7320	Statistics	1400
Specifications--Construction	6200	Stock Cards	6600
Specifications--Production	4100	Stock Certificates	1600
Speeches	1500	Stop Payments	2200
Student Files	3200	Training Materials	1500
Studies	1400	Transcripts	3200
Subcontractors & Suppliers		Transfers	3200
Listings	6200	Translated Materials	3300
Subscriptions	4200	Translation Helps	3300
Surplus Disposal	6600	Translation Requests	1100
Surveys	1400	Transmittal Slip--Real Estate	6300
Surveys--Property	6100	Travel Advances	2110
T999 Entry forms	7340	Travel Arrangements	1100
Tax Assessments & Statements	6300	Trial Balance	2310
Tax Certificate of Redemption	6300	Trusts	1600
Tax Notices	2400	Unit Reports--Activity	7110
Tax Payment Under Protest	6300	Unit Reports--Audits	7100
Tax payments--Real Estate	6300	Unit Reports--Finances	7100
Tax Refunds	2400	Unit Reports--Statistics	7110
Tax Returns	2400	Usage Logs	6700
Tax Sales Records	2400	Valuation Notices	2400
Tax Summary Statements	6100	Vendor Files	4300
Tax--State	2400	Visitor Centers	3100
Telecommunications	3100	Warranties	1600
Telephone Charges	2110	Waste Disposal	4100
Telexes	1100	Water Stock Certificates	6100
Temple Marriage Reports	7310	Work Orders	1100
Temple Official Record	7330	Work Status Reports	1100
Temple Ordinance Cards	7310	Workers Compensation	1300
Temple Transmittals	7310	Zoning Ordinances	6100
Temple--Confidential			
Ordinances	7330		
Temple--Living and			
Immediate Family			
Records	7340		
Tests	1400		
Time Cards	5300		
Title Insurance	6100		
Titles	1600		
Trademarks	1600		
Training & Development	5210		